

STATE TAX COMMISSION TRANSITION COURSE & EXAM OFFERING

As you know, the State Tax Commission at their meeting on April 26, 2010 adopted the policy requiring that all current Level 1 Assessing Officers transition to the new Michigan Certified Assessing Officer Certification by successfully passing the Transition Examination by November 1, 2012. Any Level 1 Assessor who does not successfully pass the exam by November 1, 2012 will no longer be certified.

To assist Level 1 Assessing Officers successfully complete the transition by the deadline, the State Tax Commission will offer three Transition classes prior to the deadline at no cost. The course material will be provided to you free of charge on the first day of class. The course material is also available on the State Tax Commission's website under the Assessor Education heading. The examination will also be free of charge and may be taken on the third day of the class. If time permits prior to the November 1, 2012 deadline, the Assessor may retake the exam in order to obtain a passing score after 90 days. The classes will be held as follows:

1. June 27 – June 29, 2012 in East Lansing at Michigan State University, Union Building
(Registration deadline is 5:00 p.m. June 13, 2012)
2. August 22 – August 24, 2012 in Gaylord at the Treetops Resort
(Registration deadline is 5:00 p.m. August 8, 2012)
3. September 5 – September 7, 2012 at the MAA Novi School in Detroit at the Sheraton
(Registration deadline is 5:00 p.m. August 22, 2012)

All classes will be held from 9:00 a.m. to 5:00 p.m. on Wednesday and Thursday and from 9:00 a.m. to the conclusion of the exam on Friday.

Each class is limited to a maximum of 50 students and only Level 1 Assessors may attend. Any Level 1 Assessor who would like to attend one of the free Transition classes being offered must register two weeks in advance of the class start date by phoning Barb Duncanson at 517-373-8320. Please direct your questions regarding the Transition requirement to Nancy Armstrong at 517-341-4890 or by email at armstrongn@michigan.gov.